

Lamorinda School Bus Transportation Agency
Regular Meeting AGENDA
DATE: May 15, 2017 TIME: 9:30 a.m.
City of Lafayette, 3675 Mt. Diablo Blvd., Lafayette CA
Conference Room 240 (Second Floor)

* Parent liaisons – there is no separate parent liaison meeting on this date

- 1) CALL TO ORDER
- 2) ADOPTION OF AGENDA
- 3) PUBLIC COMMENT – items not on the agenda
- 4) ADOPTION OF MINUTES – April 24, 2017
- 5) NEW BUSINESS

a. Presentation by School Bus Consultants (SBC) re: School Bus Stop Safety Study

Recommendation: Take public testimony, endorse changes recommended by SBC as presented or modified; continue meeting to 7:00 p.m. at the OUSD offices, 8 Altarinda Way, Orinda.

b. FY 2017-18 Proposed Budget

Recommendation: 1. Approve Proposed Budget for FY 2017-18; forward five year plan to CCTA; 2. Increase Parent Contributions 2.5% to \$504 for round trip (\$479 if registering prior the early bird deadline); 3. Adopt Resolution 17-1 re: Transfer Fees to City of Lafayette.

c. Election of Chair and Vice Chair for LSBTA

- 6) CHAIR AND BOARD MEMBERS' REPORTS
- 7) WRITTEN COMMUNICATIONS
- 8) NEXT MEETING DATE – May 15, 2017 7:00 p.m. – 9:00 p.m. at OUSD offices
- 9) ADJOURNMENT

I, Juliet Hansen, declare under penalty of perjury, that this agenda has been posted at least 72 hours in advance in the following locations: City of Lafayette Offices, 3675 Mt. Diablo Blvd., in the glass case downstairs, Lafayette, CA.

Juliet Hansen, Program Manager

*Any writings or documents pertaining to an open session item provided to a majority of the LSBTA less than 72 hours prior to the meeting shall be made available for public inspection at the Lamorinda School Bus Program office at 3675 Mt. Diablo Blvd., Suite 255, Lafayette CA during normal business hours. Agendas and packets are available for review by the public during regular Monday – Friday work hours at the Lamorinda School Bus Program office at 3675 Mt. Diablo Blvd., Suite 255, Lafayette CA and on the website at www.lamorindaschoolbus.org. Agendas and packets shall be made available at least 72 hours in advance of each meeting. Upon request this agenda will be made available in appropriate alternative formats to persons with disabilities, as required by Section 202 of the ADA Act of 1990 (42 U.S.D. Sec. 12132). Any person with a disability who requires a modification or accommodation in order to participate in a meeting should direct such request to Juliet Hansen, Program Manager, at 925-299-3216 at least 48 hours before the meeting if possible.

Lamorinda School Bus Transportation Agency

MINUTES

City of Lafayette Offices
3675 Mt. Diablo Blvd., Suite 240
Lafayette, CA 94549

Date: April 24, 2017
Time: 9:30 AM

Present: Chair Tatzin, Board Members Gerson, Kendzierski, Fritzky, Rossiter and Worth.

Absent: Board Member O'Donnell.

Also Present: Dave Collins, Henry Cooper and Gary Hein, First Student; Juliet Hansen and Sue Graves, LSBP Staff; Jennifer Wakeman, City of Lafayette Financial Services Manager.

1. Call to Order: The meeting was called to order at 9:30 a.m.
2. Adoption of Agenda: The agenda was adopted M/S/C/U (Kendzierski/Gerson).
3. Public Comment: None.
4. Approval of Minutes: The minutes were adopted as presented, M/S/C (Kendzierski/ Gerson). Board Members Tatzin, Gerson, Kendzierski, Rossiter, Worth voted in the affirmative; Board Member Fritzky abstained.
5. New Business
 - a. Auditor's Report FY 2015-16

Ms. Hansen presented the Auditor's Reports to the Board. Board Kendzierski requested a correction in the percentage of sales tax revenues from Contra Costa County from 3.32% to 1.32%, to reflect what the LSBP actually receives. Ms. Wakeman stated that the correction would be made before the report is sent to the CCTA. A short discussion was held on the fees for credit cards. Ms. Wakeman stated that she had worked with our existing financial service company to reduce the fees. Board Member Fritzky asked whether the program had ever looked into the use of PayPal. Chair Tatzin requested staff to look into the credit card charges and email the board members.

There M/S/C/U (Worth/Kendzierski) to accept the Auditor's Report for FY 2015-16 as corrected.

6. Late Bus Report

Ms. Hansen reviewed the late bus reports for the past several months. Service was affected most in February. Mr. Cooper stated that issues with the weather, lack of drivers and mechanical issues lead to the problems in February. He sent a letter to the Glorietta

community regarding the service disruptions in February. A contract with the employees was ratified in late March. It includes better wages and benefits and improvements to the training department. All Lamorinda routes have permanent drivers.

7. Chair's and Board Member's Report

Ms. Hansen updated the Board on the progress of the Bus Stop Safety Study. There have been three meetings with School Bus Consultants and the Technical Advisory Committee. SBC also presented preliminary findings to the subcommittee. As expected, Orinda will be the most affected by the proposed changes. It was therefore suggested that a public workshop be scheduled in Orinda involving the entire LSBTA Board.

8. Written Communications: No discussion.

9. Next Meeting Date: May 15, 2017 at 9:30 am and continuing the meeting in Orinda in the evening.

10. Adjournment

Respectfully Submitted,

Sue Graves, Administrative Aide

LSBTA Meeting
May 15, 2017
Staff Report

Lamorinda School Bus Program
Staff Report

Date May 8, 2017
To: Lamorinda School Bus Transportation Agency
From: Juliet Hansen, Program Manager
Re: Presentation by School Bus Consultants (SBC) Re: School Bus Stop Safety Study

Background

In the latter part of November 2016, the LSBTA awarded a contract to School Bus Consultants LLC for a School Bus Stop Safety Study. The consultants were tasked with evaluating 575 bus stops in the Lamorinda School Bus Program for compliance with the California Vehicle Code (CVC). The consultants were also asked to evaluate safety issues including sight distance, overgrown vegetation, lane width, walkability and parent parking. Recommendations were to include options for bus stops which may not be in compliance and to identify alternate bus routes, if recommended.

Field work was conducted in January and February of 2017 and representatives from SBC met with a Technical Advisory Committee (TAC) three times between February and April. Members of the TAC included local law enforcement, city/town public works representatives, school district representatives, LSBTA staff and First Student. A preliminary draft report from SBC was presented to a subcommittee of the LSBTA on April 17, 2017 and May 1, 2017. The study is now complete and SBC is ready to present findings and recommendations to the full LSBTA board and to the public.

California Vehicle Code and CHP

In California, all school buses are under the jurisdiction of the California Highway Patrol (CHP) and bus stops are subject to the regulations in the CVC. All school bus stops must have 200 ft. of sight distance in each direction if the road is 25 mph, and 500 ft. if the road is 35 mph. See Appendix C of the SBC report for details on the California Vehicle Code (CVC) 22504. Last summer, the LSBTA requested signage for a number of bus stops in Orinda where the sight distance was questionable. The CHP measured the stops requested and approved only the stops that had the full 200 ft. or 500 ft. as required by the CVC. The CHP denied all requests for signage.

Discussion

SBC evaluated a total of 626 unique bus stops which included both active and inactive stops. 81 of these stops, or close to 13%, were found to be non-compliant with the CVC. Most were non-compliant with regard to inadequate sight distance. Stops that could be corrected with vegetation trimming were noted separately and this information has been shared with public works departments in all three jurisdictions.

Impact to Service in Lafayette

The consultants determined that 15 of the 191 bus stops in Lafayette are not in compliance with the CVC mostly due to inadequate sight distance. Some of these can be corrected with vegetation trimming and some will need to move. For example, Kinney at Dale needs to move to Kinney at Studebaker, and the bus stop at Newell Ct. needs to be moved to Olympic at King which requires some minor re-routing. These are changes that are easily made and have a minimal impact on students. Additionally, LSBTA staff has been working in-house to balance the number of students on Burton Valley Route 25 and 28 and to shorten the p.m. route for Stanley 21. The changes will be reflected in the bus schedules for next year.

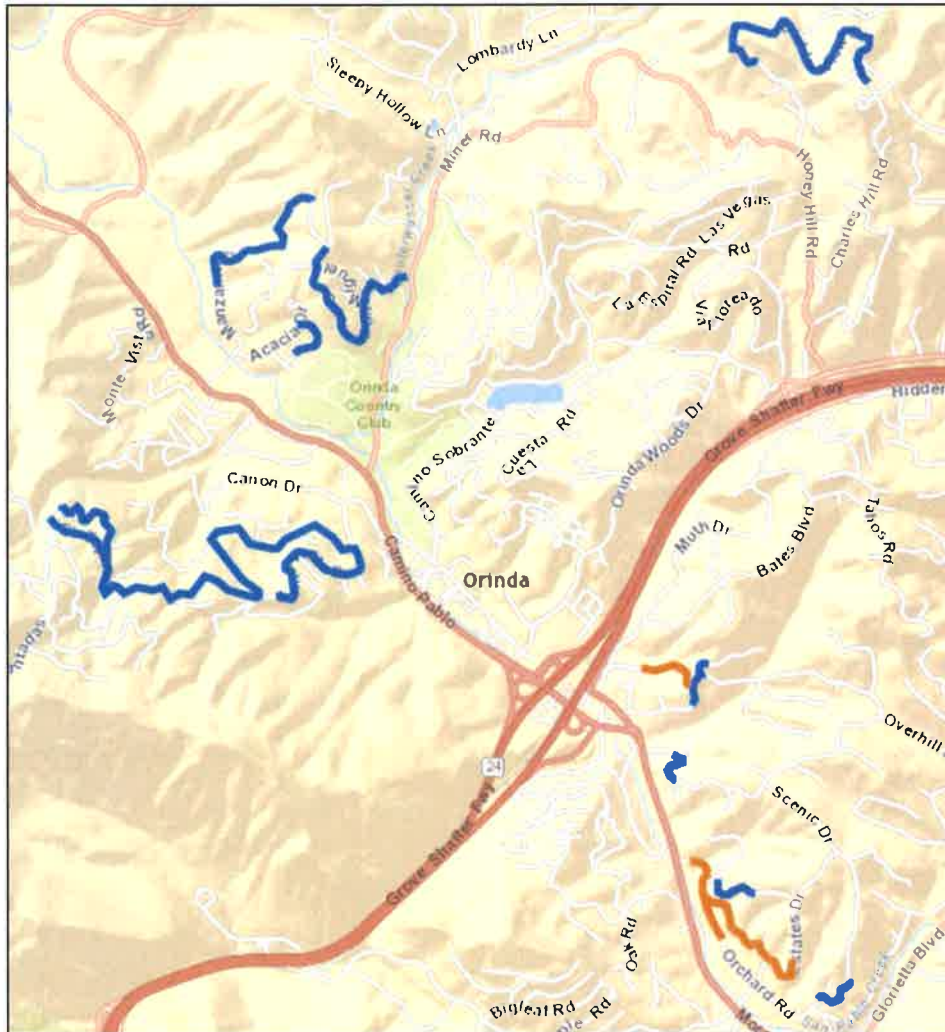
Impact to Service in Moraga

The consultants determined that 8 of the 123 bus stops in Moraga are not in compliance with the CVC mostly due to inadequate sight distance. Some of these can be corrected with vegetation trimming and some will need to move. These are changes which are easily made and have minimal impact on students. The changes will be reflected in the bus schedules for next year.

Impact to Service Orinda

The impact of the bus stop study is most significant in Orinda. The consultants determined that 58 of the 312 bus stops are not in compliance with the CVC due to inadequate sight distance narrow lane width or other issues. The consultants have suggested alternate locations for the stops. In some cases, parents will need to drive to the next closest bus stop. More significantly, the consultants determined that some sections of roadways in Orinda are just too narrow to transport students safely on school buses. Therefore, they recommend re-routing to avoid all sections of narrow or substandard roadways. Significant routing changes are recommended for Routes 11, 12, 13, 15, 16, 17 and 18. Details can be found on page 11 of the report and in Appendix B, Orinda Revised School Bus Routes.

Narrow Roadway Segments (from SBC report, May 5, 2017, page 11)



Next Steps

The LSBTA must change bus stops that do not comply with the vehicle code and cannot be corrected with vegetation trimming. Staff recommends making the changes after the end of the current school year which ends June 8th for the Lafayette School District and June 9th for all other districts. The new stops and routes would be in place for the start of the 2017-18 school year. Staff also recommends adopting the guidelines for establishing new bus stops listed in Appendix D.

LSBTA staff also endorses the recommendation to avoid narrow or substandard roadways. Though this requires major re-routing in Orinda and reduces some routes to only a handful of group stops (e.g. Route 11 and Route 18), the suggested stops themselves are safe and do not pose safety hazards for students or drivers. This may reduce the number of students who ride the bus as some parents and students will choose other means to get to school. However, the

changes are necessary in order to ensure safety and to remain in compliance with the vehicle code.

Public Input

The LSBTA welcomes input from the public at two meetings on May 15th regarding the recommendations in the SBC report. In particular, the LSBTA would like to hear from Orinda parents impacted by bus stop and/or route changes. Parents are welcome to submit written comments by email to JHansen@ci.lafayette.ca.us. Emails will be shared with members of the LSBTA and will become public record.

Recommendation

Take public testimony, endorse changes recommended by SBC as presented or modified; continue meeting to 7:00 p.m. at the OUSD offices, 8 Altarinda Way, Orinda.

LSBTA Meeting
May 15, 2017
Staff Report

**Lamorinda School Bus Program
Staff Report**

Date: May 10, 2017
To: Lamorinda School Bus Transportation Agency
From: Juliet Hansen, Program Manager
Re: Adopt Budget for FY 2017-18 and Five Year Financial Plan

Background

Each year the Contra Costa Transportation Authority (CCTA) allocates Measure J funds to the Lamorinda School Bus Program to operate school bus service for public school students in Lafayette, Orinda and Moraga. The purpose of the program is to reduce traffic congestion. The Lamorinda School Bus Transportation Agency (LSBTA) is required to submit a multi-year financial plan to the CCTA on an annual basis. The plan attached includes projections for revenues and expenditures as well as recommendations for parent contributions. After approval, staff will forward the plan to the CCTA with a formal request for Measure J funds for FY 2017-18. The CCTA usually votes on the allocation in June.

Revenue Highlights

Measure J Funds

The largest revenue source for the LSBTA is Measure J, a ½ cent sales tax in Contra Costa County for transportation improvements. The LSBTA receives 1.32% of the county sales tax received according to the CCTA's formula for distribution. We should receive \$1,224,247 next year. Measure J funds represent 63% of all revenues received in FY 17-18.

SWAT TDM

The Southwest Area Transportation Committee (SWAT) also allocates Measure J funds (from the commute alternatives program) to the LSBTA. As in past years, we anticipate receiving \$72,500 each year.

Parent Contributions for FY 17-18

The proposed plan includes a 2.5% annual increase in parent contributions. In FY 17-18 parents would pay \$504 for round trip bus service (\$479 if registering prior the early bird deadline). Staff anticipates a change in the number of riders in Orinda due to the proposed changes by School Bus Consultant's (SBC). This change is unknown, but the budget estimates a loss of 50 round trip annual bus pass riders and also some one trip pass revenue. Thus, staff projects collecting \$594,720 in annual bus passes and another \$17,000 in one trip passes. In FY 17-18, parent contributions represent 32% of all revenues received. The LSBTA allows parents to pay in two or three installments by request. Staff anticipates opening registration for Lafayette and Moraga on June 1st and for Orinda on June 12th.

State Department of Transportation (DOE)

It appears the Moraga School District will continue to receive funds from the State of California for school bus transportation in the amount of \$29,749.

Fund Balance

The LSBTA will start FY 2017-18 with a fund balance of approximately \$525,308 and end the year with \$259,084 (\$325,308 if the contingency is not spent). As in previous years, the proposed budget assumes the LSBTA will use a portion of the fund balance to fill the gap between projected expenditures and new revenues.

Expenditure Highlights

Contractual Services (First Student)

The transportation contract with First Student is the largest expense in the budget representing 80% of projected expenditures. The LSBTA currently leases 22 buses from First Student. FY 2017-18 will be the 4th year of its five year contract with First Student. First Student is responsible for operating and maintaining the buses, hiring and training the drivers, and overseeing the daily operation of routes. The contract for four hours of daily service is all-inclusive. Per the terms of the contract, next year the daily rate will increase by 2.5% to \$445.26/day or \$80,147/year for a total of \$1,7632,30 for 22 buses. Note: the projection for contractual services is unknown after 2018/19, the end of the five year contract with First Student.

General Contingency

Consistent with the LSBTA's action last year, \$200,000 has been allocated to the general contingency line item for FY 17-18.

Other Expenditures

Most other expenditures are projected to increase by 3%. The City of Lafayette "transfer fees" are estimated at \$5560. Please refer to Resolution 17-1 attached. Personnel services include 85% of one FTE with benefits and one part-time, hourly employee.

Summary

The Lamorinda School Bus Transportation Agency (LSBTA) is required to submit a five year financial plan to the CCTA on an annual basis. The plan attached includes projections for revenues and expenditures as well as recommendations for parent contributions. Parent contributions are projected to increase by 2.5% annually. Parents would pay \$504 for round trip service next year (\$479 if registering prior the early bird deadline). The budget for next year assumes the continuation of a 22-bus fleet. The LSBTA is projected to receive \$1,224,247 in Measure J funds in FY 2017-18. It will also receive Measure J funds from SWAT and DOE money from the Moraga School District. The proposed five year budget assumes the LSBTA will use a portion of its fund balance to fill the gap between estimated expenditures and new revenues. The annual cost of a transportation provider beyond 2018-19 is unknown.

Recommendation

1. Approve Proposed Budget for FY 2017-18; forward five year plan to CCTA;
2. Increase Parent Contributions 2.5% to \$504 for round trip (\$479 if registering prior the early bird deadline);
3. Adopt Resolution 17-1 re: Transfer Fees to City of Lafayette.

Attachments:

- A. FY 2017-18 budget and five year plan
- B. Resolution 17-1 re: transfer fees to City of Lafayette

Lamorinda School Bus Program
5 Year Financial Plan
 2017-2020
 22 Buses



Year 4 Actuals 2012/13 Year 5 Actuals 2013/14 Year 6 Actuals 2014/15 Year 7 Actuals 2015/16 Year 8 Budget 2016/17 Year 9 Budget 2017/18 Year 10 Budget 2018/19 Year 11 Budget 2019/20 Year 12 Budget 2020/2021 Year 13 Budget 2021/2022

estimated

	21 buses	21 buses	21 buses	21 buses	22 buses	22 buses	22 buses	22 buses	22 buses	22 buses
EXPENDITURES										
702 Personnel Services (1a)	\$170,075	\$161,129	\$157,401	\$160,853	\$165,455	\$170,419	\$175,531	\$180,797	\$186,221	\$191,808
741 Office Supplies	\$878	\$601	\$1,270	\$596	\$1,347	\$1,387	\$1,429	\$1,472	\$1,516	\$1,562
743 Postage	\$951	\$978	\$875	\$977	\$928	\$956	\$985	\$1,014	\$1,044	\$1,076
745 Printing and Binding	\$1,308	\$1,436	\$819	\$1,654	\$1,500	\$1,545	\$1,591	\$1,639	\$1,688	\$1,739
746 Books & Software	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
748 Special Dept. Supplies	\$163	\$153	\$267	\$0	\$515	\$530	\$546	\$563	\$580	\$597
791 Misc. Expenses under \$500	\$360	\$104	\$20	\$31	\$500	\$1,000	\$1,030	\$1,061	\$1,093	\$1,126
821 Utilities-Telephone	\$923	\$918	\$924	\$1,095	\$1,100	\$1,133	\$1,167	\$1,202	\$1,238	\$1,275
841 Office Lease, shared costs	\$8,878	\$8,878	\$8,878	\$8,878	\$11,600	\$12,080	\$12,442	\$12,816	\$13,200	\$13,596
843 Travel/Training	\$154	\$76	\$43	\$45	\$1,030	\$1,061	\$1,093	\$1,126	\$1,159	\$1,194
851 Advertising/Legal Notices	\$0	\$0	\$0	\$0	\$0	\$500	\$515	\$530	\$546	\$563

861 Contractual Services	\$1,481,427	\$1,519,532	\$1,544,892	\$1,537,334	\$1,720,224	\$1,763,230	\$1,807,310	\$1,852,493	\$1,898,805	\$1,946,276
First Student-LSBP(1)	\$26	\$422	\$54	\$0	\$1,500	\$1,545	\$1,591	\$1,639	\$1,688	\$1,739
Legal Counsel	\$3,500	\$1,750	\$3,500	\$3,380	\$3,713	\$3,824	\$3,939	\$4,057	\$4,179	\$4,304
Audit	\$9,953	\$9,642	\$10,138	\$9,852	\$10,755	\$11,078	\$11,410	\$11,752	\$12,105	\$12,468
Insurance	\$0	\$0	\$0	\$0	\$70,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
Consulting Services	\$12,606	\$13,333	\$12,814	\$11,343	\$12,000	\$12,360	\$12,731	\$13,113	\$13,506	\$13,911
VISA S/C	\$1,534	\$964	\$1,204	\$1,624	\$1,940	\$1,624	\$1,673	\$1,723	\$1,775	\$1,828
Website, etc.(2)	\$4,593	\$4,593	\$1,861	\$6,132	\$3,409	\$3,500	\$3,605	\$3,713	\$3,825	\$3,939
Computer Lease	\$5,800	\$5,800	\$5,800	\$5,560	\$5,560	\$5,560	\$5,560	\$5,560	\$5,560	\$5,560
Transfer Charges COL	\$0	\$650	\$217	\$0	\$4,322	\$2,000	\$2,060	\$2,122	\$2,185	\$2,251
907 Equipment	\$0	\$0	\$0	\$0	\$0	\$200,000	\$0	\$0	\$0	\$0
850 General Contingency (5)	\$1,703,129	\$1,730,959	\$1,750,977	\$1,749,354	\$2,017,398	\$2,205,332	\$2,056,209	\$2,108,392	\$2,161,914	\$2,216,811
Total Expenditures	\$661,510	\$544,152	\$536,319	\$511,021	\$676,404	\$525,308	\$259,084	\$203,615	\$159,749	\$126,884

Starting Fund Balance	\$534,849	\$556,737	\$579,164	\$595,524	\$608,000	\$594,720	\$609,588	\$624,828	\$640,448	\$656,460
REVENUES	\$16,490	\$18,731	\$18,570	\$19,339	\$19,339	\$17,000	\$17,000	\$17,000	\$17,000	\$17,000
Parent Contributions(3)	\$67,500	\$67,500	\$67,500	\$72,500	\$72,500	\$72,500	\$72,500	\$72,500	\$72,500	\$72,500
One Trip Passes	\$934,783	\$1,047,175	\$1,027,633	\$1,196,473	\$1,135,802	\$1,224,247	\$1,270,988	\$1,319,512	\$1,368,391	\$1,402,600
Measure J (SWAT TDM)	\$29,749	\$32,102	\$32,102	\$29,749	\$29,749	\$29,749	\$29,749	\$29,749	\$29,749	\$29,749
Measure J Funds (4)	\$2,399	\$881	\$708	\$1,152	\$912	\$892	\$914	\$937	\$961	\$985
State DOE	\$1,585,771	\$1,723,126	\$1,725,677	\$1,914,737	\$1,866,302	\$1,939,108	\$2,000,739	\$2,064,526	\$2,129,049	\$2,179,293
Interest Earnings	\$2,247,281	\$2,267,278	\$2,261,996	\$2,425,758	\$2,542,706	\$2,464,416	\$2,259,824	\$2,268,141	\$2,288,798	\$2,306,177
Total Revenues	\$544,151	\$536,319	\$511,021	\$676,404	\$525,308	\$259,084	\$203,615	\$159,749	\$126,884	\$89,366
Total Funds Available										
Ending Fund Balance										

Assumptions

- (1a) 85% one FTE starting 2014; one PT assistant
- (2) Website, Formsite, Contact, Club/Texting
- (3) Parent Fees in 17-18 = RT \$504
- (4) Measure J Funds, via CCTA, based on percentage of 1/2 cent sales tax in CCC;
- (5) FS Daily Rate in 17-18 = \$445.26 or \$80,147 per bus
- Fees increase by 2.5% annually; 1180 RTEs starting 17-18 (assumes loss of 50 RTEs)

BEFORE THE LAMORINDA SCHOOL BUS TRANSPORTATION AGENCY
 IN THE MATTER OF:

Establishing Methodology for Calculating)
 Transfer Charges to the City of Lafayette)
 For Administering the Lamorinda School)
 Bus Program)

RESOLUTION NO. 17-1

WHEREAS, the Lamorinda School Bus Transportation Agency (LSBTA) is a joint powers authority comprised of the City of Lafayette, the City of Orinda, the Town of Moraga, the Lafayette School District, the Orinda Union School District, the Moraga School District, and the Acalanes Union High School District; and

WHEREAS, the LSBTA recognizes the need to reimburse the City of Lafayette for expenses related to administering the Lamorinda School Bus Program; and

WHEREAS, the City of Lafayette has provided administrative services and housed staff for the LSBTA since 1994;

NOW, THEREFORE, BE IT RESOLVED that Lamorinda School Bus Transportation Agency establishes the following methodologies for calculating transfer charges to the City of Lafayette:

<u>Expenses</u>	<u>Account</u>	<u>Methodology</u>
Office Supplies	741	Actual expenditures
Postage	743	Actual expenditures
Telephone/fax	821	Actual expenditures
Website	861	Actual expenditures
Office Lease	841	Actual expenditures
Computer Lease	841	Actual expenditures (network, internet, e-mail, back-up, tech support)
<u>Transfer Charges to City of Lafayette</u>		
Accounting Services	861	\$5560

PASSED AND ADOPTED by the Lamorinda School Bus Transportation Agency on _____
 by the following vote to wit:

- AYES:
- NOES:
- ABSENT:
- ABSTAIN:

 Don Tatzin, Chair

ATTEST:

 Juliet Hansen, Program Manager